

FAQ for HISD's new meal and incidental reimbursement policy, effective 10/1/2024.

What is Per Diem?

Per diem is an allowance for lodging, meals, and incidental expenses. The U.S. General Services Administration (GSA) establishes the per diem reimbursement rates that agencies use to reimburse their employees for subsistence expenses incurred while on official travel within the continental U.S. Employees will receive a flat dollar amount based on the geographical location of their travel, as outlined by the GSA. This means that employees will **no longer use purchasing cards** to pay for meals. Employees must cover meal costs using their personal funds.

What are the meals and incidental (M&IE) expense reimbursement rates during the first and last travel days?

On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for their temporary duty travel location (not the official duty station location).

What days will I be reimbursed for meals when traveling?

- **Scenario 1:** Depart Monday after work for a Tuesday conference and return Tuesday after the conference. You would receive 75% of the daily M&IE rate for both Monday and Tuesday:
 - Monday: $\$68 \times 75\% = \51
 - Tuesday: $\$68 \times 75\% = \51
 - Total: \$102
- **Scenario 2:** If the conference is on Monday and you stay at the hotel Sunday night, you would also receive 75% of the daily M&IE rate for both Sunday and Monday:
 - Sunday: $\$68 \times 75\% = \51
 - Monday: $\$68 \times 75\% = \51
 - Total: \$102
- **Scenario 3:** If you leave for the conference on Sunday night, stay all day Monday, and return on the third day (Tuesday), here is how the per diem would be calculated:

- Sunday (first day of travel): $\$68 \times 75\% = \51
- Monday (full day at the conference): $\$68 \times 100\% = \68
- Tuesday (last day of travel): $\$68 \times 75\% = \51
- Total: \$170

For Scenario 3, the full per diem applies for the day spent at the conference (Monday), while 75% applies to both the first and last travel days (Sunday and Tuesday).

Do I receive a meal reimbursement for day travel away from my regular duty station?

Travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours.

Scenario 1- Left for a conference in Lansing at 5 am and returned home at 7 pm.

- One day of travel more than 12 hours: $\$68 \times 75\% = \51

Scenario 2- Left for a conference in Flint at 6 am and returned home at 5 pm

- Travel for the day was less than 12 hours: no reimbursement

If my travel day is less than 12 hours and the conference does not provide breakfast or lunch, could I submit a receipt for reimbursement along with proof that something was not available?

No. With something like that, you always have the ability to bring a sack lunch if the conference is not providing one. (I.e., Same as if you were at work for the day.)

Are the per diem rates mentioned related to what we make for our daily pay? So, if I attend a conference tomorrow, will I only make 75% of my pay for that day?

The per diem rate mentioned in this reimbursement is unrelated to your daily wage. Attending a conference will not affect your regular daily pay; you will still receive 100% of your normal wage for that day.

Should I submit the reimbursement before or after traveling?

You should only submit the reimbursement AFTER you travel, as plans can change.

What do I need to attach for documentation?

You will need to attach documentation of your conference dates, agenda, or reason for travel. You do not need to attach meal receipts, as you are receiving a per diem based on the days of travel.

How do I know what the rates are for reimbursement?

The rates are listed in the reimbursement details.

Add Expense Reimbursement Detail Line

Line Number: Receipt Attached

* Date:

* Reimbursement Type:

Category:

\$68 - Standard Rate for all Michigan cities but the ones listed below
\$74 - Detroit, Holland, and Midland
\$80 - Ann Arbor, Grand Rapids, Pontiac, Auburn Hills, and Traverse City
\$86 - Mackinaw Island and Petoskey
*First and last day of travel are paid at 75% of the allowed rate
**If attending a one-day conference the reimbursement rate is 75% of the allowed rate when away from your official station for longer than 12 hours.
***Must attach documentation supporting days of travel

Number of Days:

Meal & Incidental Expense Rate: (Maximum allowed for this code is \$92.00)

Total Amount:

Reference: See page 28 of the [Huron ISD Handbook – Travel Out of ISD](#)